



## Managed Risk Medical Insurance Board

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[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

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### **Student Assistant**

**Hourly Salary: \$8.41 - \$11.20**

**One Temporary/Hourly Position**

**Location: Downtown Sacramento**

**Final Filing Date: July 2, 2010**

### **General Statement of Duties:**

The Managed Risk Medical Insurance Board is seeking a student assistant working under the direction of the Policy Manager of the Managed Risk Medical Insurance Board (MRMIB). The student assistant will provide customer service phone support (preference given to bilingual skills in Spanish) for the three programs MRMIB administers; Access for Infants and Mothers (AIM), Healthy Families Program (HFP) and Major Risk Medical Insurance Program (MRMIP). The student assistant will research and respond verbally and/or in writing (preference given to bilingual skills in Spanish) to AIM, HFP, and MRMIP written appeals and program reviews. In addition, the student assistant will assist in the screening process of AIM, HFP, and MRMIP appeals and perform other related duties consistent with the Eligibility Division's project goals and objectives.

### **Desirable Qualifications:**

- Health Science, Social Work, Spanish, or Public Administration majors are preferred
- Experience using Microsoft Word, Excel, Access, and Outlook
- Detail oriented ability to multi-task in a fast paced office environment
- Excellent oral and written communication skills, preferably in English and Spanish

### **Who May Apply:**

Undergraduate students must be enrolled and attending classes during the regular term (Fall, Spring and Winter, if applicable), at any accredited college or university and enrolled in a minimum: six (6) semester units or (nine) 9 quarter units. Only the most qualified candidates will be interviewed. Interested parties **must** apply at the following website:

[www.ueijobs.com](http://www.ueijobs.com)

**Additional Information: A copy of original transcripts and proof of enrollment will be required upon hire.**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*